

# Navigation Guide



Accessing Online Student Information  
and Course Registration

**UNIVERSITY OF WEST FLORIDA**

# Navigation Guide

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## Welcome

This **Navigation Guide** is designed to provide directional assistance and information regarding registration and related services at the University of West Florida. Most services, including course offerings, are available on the [UWF](#) website. All students are responsible for the policies and information provided in the [Catalog](#).

To take classes at UWF, there are four things required: (1) apply for admission, (2) be admitted as a student, (3) register for classes, and (4) pay for classes. For undergraduate admissions (*includes non-degree status with undergraduate major*), contact the [Office of Undergraduate Admissions](#) at 850-474-2230. For graduate admissions (*includes non-degree status with graduate major*), contact [The Graduate School](#) at 850-473-7716.

Directory information will be released unless otherwise specified by the student. The University allows students the opportunity to place a privacy hold upon the release of "Directory Information" items (see "Directory Information," page 12). To request a privacy hold, a student must mark the appropriate box on the Privacy Information app in the Personal Information folder in [MyUWF](#). For additional information regarding student records, refer to "Student Records" within the Registration and Records section of the [Catalog](#).

From initial admission to alumni status, students at UWF are provided with direct access to their academic and financial records as well as a variety of online services. In support of UWF's efforts to provide its students with the highest level of technological resources possible, our communication efforts will be made through electronic media. Official University information is available through email and online rather than printed.

While we encourage students to use online registration, a student's academic department, the University Advising Center, and the Office of the Registrar are available to assist with the registration process. The Office of Undergraduate Admissions, The Graduate School, and the Registrar are open Monday through Friday, 8:00AM to 5:00PM (CST).

*We look forward to serving you!*

**Each UWF student is expected to:**

- **Activate a UWF ArgoNet account, and log into [MyUWF](#)**
- **Access UWF email on a regular basis through [Gmail](#)**
- **Have basic word-processing knowledge**
- **Abide by [Student Communications Policy](#) (page 3)**
- **Abide by [Computing Resources Usage Agreement](#)**

# STUDENT COMMUNICATIONS POLICY

The University of West Florida uses email as the official University communication with students. Therefore, UWF students are responsible for information communicated through this medium. UWF students are also responsible for complying with the UWF Policy on [Electronic Mail](#).

To facilitate communication through email the University provides all enrolled students with an ArgoNet user account that includes an email account and calendar services that are accessed through [Google Apps](#) (Gmail). An ArgoNet email address is a student's official email address for UWF communications. UWF recognizes that many students have personal email accounts with other email providers; therefore, the Google Apps allows students to establish email forwarding to a non-University email account. However, UWF cannot ensure that forwarded email is ultimately delivered; therefore it's the student's responsibility to ensure the successful forwarding of emails from the University.

UWF students may access their ArgoNet [Gmail](#) from any computer that has Internet access, including student computer labs or other student-access computers on campus. The University also provides information on how to use [Google Apps](#), as well as technical support for students, through the Information Technology Services ([ITS](#)) [Help Desk](#) at 850-474-2075.

## NAVIGATION GUIDE

### New & Readmitted Students

Prior to registration, students must apply and be admitted to the University. Students may enroll as degree-seeking or non-degree.

Orientation is required for students who are coming to the University with less than 30 credit hours or are given the admission type of "first-time in college" by Admissions. Orientation is strongly encouraged for transfer students coming to UWF with 30 or more credit hours. Information on Orientation may be found at [uwf.edu/orientation/](http://uwf.edu/orientation/).

Graduate students should contact their advisor for registration assistance.

The [LightHouse](#) portal provides initial access for new and readmitted students to their personal UWF information.

Twenty-four hours after a student initially registers for courses through LightHouse, access to the student's permanent portal, [MyUWF](#), will be available. [MyUWF](#) is a student's single entry point to online information throughout the educational experience at UWF.

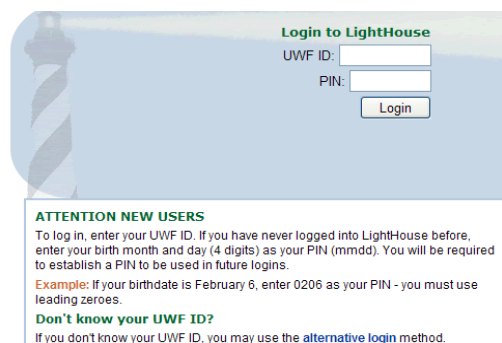
First time [MyUWF](#) users will need to activate their accounts by clicking on the New to UWF app on the [MyUWF](#) log in page.

### How Do I Get To LightHouse?

LightHouse can be accessed at <http://lighthouse.uwf.edu>.

### Logging In

- We include your UWF ID for you on the confirmation of your application. This confirmation goes out as soon as your application is first received. It is the number that starts 907-XX-XXXX.
- If you don't recall your UWF ID, use the alternative login method.
- The default PIN is a student's birth month and day, with leading zeros (Example: February 6th = 0206).
- After successfully entering default PIN, users are required to create a new PIN.



### Security

To protect personal information, users should always exit the [LightHouse](#) system by clicking the "logout" icon at the top of the page.

## Lighthouse Services

### General Information

- View and change mailing address
- View any holds placed on record
- View and forward email address
- Change PIN and PIN security options
- Enroll in UWF's Parent & Family Program
- Apply for student disability resources

### Enrollment Information

- View admission status
- View grades from previous enrollment periods
- Register for courses and view registration checklist
- View class schedule
- View SASS Audit (degree requirements)
- Register for [New Student Orientation](#)

### Financial Information

- Check account balance and due date of fees
- Check financial aid status and view amount and type of awards
- View receipt history

## Distance Learning / Online Campus (OLC) Students

The OLC (Online Campus) supports several fully online, PDA, CD-ROM, and Interactive Distance Learning Studio (IDLS) programs. The OLC website provides information to distance learning students to assist in planning online degrees, certificates, and educational experiences. Students can access the OLC website at [onlinecampus.uwf.edu](http://onlinecampus.uwf.edu).

### Online Campus Learner Support

The OLC (Online Campus) provides general support services and linkages to all campus-wide support services that may be required by a distance learning student. The OLC can serve as a first point of contact for fully online students. OLC staff can be reached at [online@uwf.edu](mailto:online@uwf.edu), toll-free at 1-888-529-1823, or locally at 850-473-7468. Students requiring specialized support services will be transferred internally to the appropriate point of contact.

## Military Education Advising

Military students seeking distance learning certificates and degree programs may require assistance with military transcripts, ACE credits, and transfer credits. Military students needing assistance may contact the Military Education Advisor at [militaryadvisor@uwf.edu](mailto:militaryadvisor@uwf.edu).

### eDesktop

UWF's virtual computer lab allows students to access university licensed computer applications and centralized file storage areas on the Internet. eDesktop is available through the eDesktop app in the Student Resources folder in [MyUWF](#). For assistance, email the ITS Help Desk, [helpdesk@uwf.edu](mailto:helpdesk@uwf.edu).

### Library Services

The University of West Florida Library offers UWF distance learners a variety of [library services](#), including access to the library catalog and numerous online databases. Many databases include full-text journal articles or information. To access library services and databases:

1. Be a currently enrolled UWF student or a currently employed staff or faculty member; and
2. Have either a UWF Nautilus Card or a Library Access Number assigned, upon request, by the UWF Circulation Department.

To learn more about how our Library can assist you, visit the Library folder in [MyUWF](#). For assistance, contact the Library Information Help Desk at 850-474-2424.

## Continuing Students

**MyUWF** is the University's secure, single entry point for access to web-based services and applications designed for students, faculty, and staff.

**MyUWF** is available 24 hours a day, except for routine maintenance, from any computer with Internet access and browser software (e.g., Internet Explorer). Students are granted access to **MyUWF** upon enrolling at UWF and activating their ArgoNet account using the New to UWF app on the homepage of **MyUWF**.

Students are encouraged to check **MyUWF** for Announcements, Student News, Gmail, and Campus Calendar for University events and information.

### MyUWF Services

**UWF Catalog & Academic Calendar** (*Registration folder*)

**Personal Student Records** (*Student Records folder and Personal Information folder*)

- View and change mailing address
- Request privacy of "Directory Information" ("Confidentiality," page 12)
- Apply for disability resources
- Search course offerings
- View holds on record
- Register for courses and view registration checklist
- Drop, add, or withdraw from classes
- View class schedule
- Request enrollment or VA enrollment certifications
- Check financial aid status and view awards
- Check account balance and fee payment deadline
- Check grades
- View SASS Audit (degree requirements)
- Order transcripts or view unofficial transcript
- View UWF ID; manage ArgoNet account/password

### Student Resources (*Student Resources folder*)

- Buy a parking permit
- eLearning--access online courses
- eDesktop--access university licensed computer applications
- Download software
- Access centralized file storage (H: and I: drives)
- Monitor email, printing, and file storage quotas

### IT Help (*Technology Self-Help Resources folder*)

- Search the KnowledgeBase for technology-related help
- View IT Hot Topics or Chat with the ITS Help Desk
- Download software or buy a computer

### How Do I Get To MYUWF?

Click on **MyUWF** at the top of the [UWF home page](#) or go directly to [My.UWF.edu](http://My.UWF.edu).

### Getting Started:

- Click the "Log in" button at the top of **MyUWF**
- Review "Problems Logging In" information

### Logging In

If you are a first time **MYUWF** user, click the "first time users" link to activate your ArgoNet account. **Upon completion of the activation process, you will receive an ArgoNet username, password and email account.** Log into **MYUWF**, proceed to the Personal Information folder to view account information and create your password security.

If you are unable to log in, click the Problems Logging In link for assistance.

University of West Florida Central Authentication Service

Username:

Password:

[First Time Users](#) [Problems Logging In?](#) [Usage Policies](#)

For security reasons, please Log Out and close your web browser when you are done.

UWF Testy CAS 3.4.11

## How Do I Find Courses?

Students can access the online course search from the [UWF home page](#), [LightHouse](#), or [MyUWF](#). The online course search lists courses which are offered in a specific semester or term. The [course search](#) allows students to search for courses in a variety of ways, including department, instructor, location, days and/or times, and title. Students can also search courses that meet General Studies, Gordon Rule, and Multicultural courses requirements.

The [course search](#) will display all courses that meet the search criteria. The information is current and accurate. The [course search](#) will default to the current semester; however additional semesters are available as schedules are finalized.

### EXAMPLE:

Narrow search with a variety of criteria:

In the first box, enter one of the following and check the corresponding radio button:

- **course number/prefix (ENC, ANT)**
- **instructor's last name**
- **course title or keyword**
- **course reference number**

Utilize as many of the search functions as needed to narrow your search by marking your selections in the drop/down boxes.

Specify "Online Campus" location to view **Internet courses** or search courses by campus location.

*General Studies, Gordon Rule, and Multicultural Requirement buttons allow search option for courses that meet these requirements.*

A course listing matching your search criteria is displayed.

[Search Results](#) [Bottom](#)

[Help with Registration](#) [Search All Courses](#)

### Course Search

NOTE: To view all courses offered, press Search after selecting the semester, using the default for the remaining criteria.

Enter Search String and Select Search Option

<< NONE >>

Course Prefix/Number
  Instructor's Last name
  Department

Title
  Course Reference Number

Select courses occurring  
 on  only on  
 selected days  
 Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Select Semester  
 Fall 2011

Search for class times  
 starting at or after ending before  
 All available times

Select a course level  
 All levels

Select a location  
 All Locations

Select a college (optional)

Return Open Courses Only

**General Studies, Gordon Rule and Multicultural Course Search**

Select Semester  
 Fall 2011

[Course Search](#) [Bottom](#)

Description	Course Title	Credits
	<a href="#">ENC0025_DEV WRTG II(PSC)</a>	4.0
	<a href="#">ENC1101_ENGLISH COMP I</a>	3.0
	<a href="#">ENC1102_ENGLISH COMP II</a>	3.0
	<a href="#">ENC3240_TECHNICAL WRITING</a>	3.0
	<a href="#">ENC3250_PROFESSIONAL WRITING</a>	3.0
	<a href="#">ENC3905_DIRECTED STUDY</a>	0.0
	<a href="#">ENC5333_TOPICS IN RHETORIC</a>	3.0
	<a href="#">ENC5905_DIRECTED STUDY</a>	0.0

[Course Search](#) [Search Results](#)

[UWF Home](#) [Registrar's Home Page](#)

To view the detailed information of the sections offered, click the course title.

To view the course description, click the Description link (book icon).

The image below represents the list of all sections of a course meeting the search criteria.

Each section contains:

- meeting time and place (unless online)
- instructor
- class size limit
- number of students currently enrolled
- number of seats available
- prerequisites, if any
- the level of technology used by the section
- link to the syllabus if available
- link to final exam information
- link to textbook information

Description ENC3250 PROFESSIONAL WRITING for Fall 2011											
Grade of "C" in both ENC 1101 and ENC 1102 If you have questions about the prerequisite(s) for this course, contact the department of ENGLISH/FOREIGN LANG at the phone number listed in the campus directory.											
TechCd	RefNo	Days	Time	Bldg	Room	Instructor	Limit	Enroll	Avail	Perm	Lab
el	0807					WARREN	25	15	10		
100% Online		Final Exam		Crhrs: 3.0 Term: A (08/22/2011 - 12/02/2011)		ONLINE CAMPUS					
Textbook Info											

Position mouse over the column headings for a description of technology codes (TechCd), permission codes (Perm), and lab fees (Lab).

## Technology Use for Courses

### Baseline Computer Requirements

- Activate a UWF ArgoNet account & log into [MyUWF](#)
- Access UWF email account ([Gmail](#)) regularly
- Have basic word-processing knowledge
- Abide by [Student Communications Policy](#)
- Abide by [Computing Resources Usage Agreement](#)

Students should expect that instructors may request assignments be completed on a computer and/or be submitted electronically rather than printed. For ITS Help Desk assistance, email [helpdesk@uwf.edu](mailto:helpdesk@uwf.edu) or call (850) 474-2075.

### University Course Management System

[eLearning](#) is a web-based courseware application that allows instructors to post course-related information for students and conduct courses online in a secure environment. During the first week of classes, students registered for a course utilizing eLearning may access eLearning from the eLearning app in the Student Resources folder in [MyUWF](#). Students registered for eLearning courses will not have access to online courses until they activate their ArgoNet account.

### Working in eLearning

From the [MyUWF eLearning app](#):

- Online courses are listed in the “My University of West Florida Courses” box. Click on the course name to open the Course Home page.

Consult the eLearning Resources app in the Student Resources folder in [MyUWF](#) for FAQs, eLearning demo, system check, and software viewers or converters.

## Prior to Registration

- All students should meet with an academic advisor and discuss enrollment plans. Advising holds should be removed at this time.
- All students should review their registration checklist (via [LightHouse](#) or [MyUWF](#)).
- All holds must be cleared.
- All students must comply with the immunization policy. The immunization policy requires:
  - All Students are required to provide proof of the following immunizations prior to registration (please allow 2 - 3 business days for the Health Center to update a student's record.):
    - MMR (Measles) - 2 separate injections of MMR vaccine after the first birthday.
  - All students living on campus are required to provide proof of the following immunizations, or sign a waiver refusing the vaccines\*:
    - Hepatitis B - 3 separate injections
    - Meningitis - 1 injection

*\*Effective July 1, 2008, all new students must provide documentation of vaccinations against meningococcal meningitis and hepatitis B or provide a signed waiver for each declined vaccination. All new students 18 or older who choose not to be vaccinated against either meningococcal meningitis or hepatitis B must sign a statement that they have been made aware of the potential fatal nature of the diseases and elect not to be vaccinated. All minor students must provide signed parental consent to opt out of these vaccinations.*

Vaccines are available in the Student Health Center or may be obtained through a personal physician. For more information and forms, go to the [Student Health Center](#) website.

## Registration Holds

A registration hold will prevent any registration or schedule adjustment (drop/add). Holds must be lifted or deleted in order to process any type of registration. There are many types of registration holds including: advising, immunization, library fines, tuition, admission, financial aid counseling, etc.

Advising holds were developed to ensure that students are consulting with their academic advisor at key times. Advising holds are placed on all newly admitted, degree-seeking students. Students must consult with their advisor and have the hold lifted or deleted prior to registration.

Students' advisors are listed on the SASS Audit or students should contact the office responsible for the

specific hold on [MyUWF](#) or [LightHouse](#) to have the hold removed.

In order to provide academic support and monitor academic progress, the University Advising Center keeps an advising hold on all students throughout the freshman year. Freshmen must see their advisor each semester prior to registration for academic advising and lifting of the hold.

Additional advising holds will be placed on some students. These holds will require deletion prior to registration:

1. A College advising hold will be placed on students when they change majors. The hold should be deleted by the departmental advisor in the new major after advisement.
2. Undergraduate degree-seeking students with a cumulative UWF grade point average less than 2.0 will have a GPA hold placed on their records approximately one week after grades are posted for the semester. The authorization for this hold is the same as for the college advising holds. This hold may be deleted by advisor after advising and planning academic improvement.
3. At the time a student advances from the University Advising Center to the major department, a college advising hold will be placed so that departmental advisors may review degree plans and program requirements with the student.

These efforts are made not to impede students' progress in registering but to assist advisors in monitoring students at critical points in their academic careers. These holds provide additional interaction with an advisor who may assist the students where needed. All students are encouraged to meet with an advisor on a regular basis to discuss academic plans and course selections.

All holds placed by Undergraduate Admissions, The Graduate School, Cashier, Student Affairs, University Advising Center, or College Deans must be cleared prior to registration. Contact the office noted for information. Students may check for holds on [MyUWF](#) or [LightHouse](#).

## **How Do I Register for Courses?**

The University of West Florida offers online registration. Currently enrolled students will access the system using [MyUWF](#) and new and readmitted students will access the system through [LightHouse](#). Web registration is available 24 hours a day except during routine maintenance.

Please refer to [Registration Dates and Information](#) for registration schedule by student classification. In addition, all academic deadlines are listed on the [Academic Calendar](#) on the [Registrar's website](#). Hours of operation, contact information, etc. can also be found on the [Registrar website](#).

### **Step 1 - Academic Advising**

Students should review their **SASS Audit** in the Registration folder of [MyUWF](#) and discuss their academic plans with an advisor prior to registration. There may be an advising hold requiring students to see an advisor. **Students ultimately are responsible for knowing and fulfilling all University, College, and major requirements for graduation.** In order to process registration, students will be required to acknowledge responsibility for course selection and verify that they have reviewed the academic policies and procedures as stated in the [Catalog](#).

### **Step 2 – Preparation**

During the second month of a semester students may log in to [MyUWF](#) and follow the **Registration, Drop/Add, and Trial Schedule** app in the Registration folder or in the Enrollment Services section of [LightHouse](#). Semester tabs appear at the top of the page for the current and upcoming semesters (if available).

Example: **The following are available for Fall 20XX.**

**[Display FALL 20XX Registration Checklist](#)**  
**[Display FALL 20XX Trial Schedule/Course Search](#)**  
**[Registration Dates](#)**  
**[Registration and Drop/Add for FALL 20XX](#)**

If students see the **Registration and Drop/Add for FALL 20XX** link, this indicates that the registration period is open and they may register based on their current classification. If information for several semesters is available, students will see links to each semester.

### **Step 3 - Registration Checklist**

The Registration Checklist

- Summarizes registration status;
- Provides information on registration;
- Provides information to verify address, and if not correct, provides link to the **Address change** form;
- Provides alerts on items that may prevent registration. There is a checkmark by each item that is OK. Items without checks must be resolved prior to registration.

Students may review this screen any time prior to or during registration to ensure they are cleared to register.

### **Step 4 - Trial Schedule (optional)**

The **Trial Schedule** *is a worksheet only*, consisting of a **Course Search**, the **Trial Schedule Worksheet**, and a **Course Matrix**. The **Course Search** allows students to search by course, days, times, instructor, etc. The **Trial Schedule** is a tool that allows students to plan their schedule; then, if desired, prefill the registration form with the courses selected. Students can prefill the registration form with up to 12 sections selected from the **Trial Schedule Worksheet**. The **Trial Schedule DOES NOT** reserve any seats in a course or register students for classes. It is a worksheet only and there to assist in planning and developing a schedule. Students may select courses through the **Course Search** to add to **Trial Schedule Worksheet**. The worksheet will remain static

until further changes are made. Students can get an overview of their planned schedule using the **Course Matrix**. Courses on the matrix are listed “term: course#.” Courses for which they are registered begin with an asterisk (\*).

### Step 5 – Registration

On the day students are eligible to register, students can prefill the registration form by checking courses on the Trial Schedule Worksheet and pressing the “**Prefill Registration Form**” button, *or* follow the **Registration and Drop/Add** link.

Prior to linking to the registration screen, the system will display a page of important information. Included is a statement verifying responsibility for course selections.

If the student prefills the registration form from the worksheet, reference numbers will appear in the boxes in the “Ref #” column. Students may also type in reference numbers.

### Authorization (Permission) Codes

### Step 6 - Finalize Registration

After submitting registration for processing, the results will be displayed in a table, as the example shown below. If a student cannot be registered for a section (e.g., closed, cancelled, etc.), an error message will provide information on how the situation can be resolved. **Pay attention to error messages.** The course may require prerequisites or corequisites (*courses that must be taken concurrently, ex. CHM 2045 is a corequisite for CHM 2045L*) and students should ensure they meet the appropriate prerequisite or register for the corequisite at the same time as the corresponding course. Questions should be directed to the department offering the course. To verify registration, go to the class schedule. This will list all courses for which the student is registered. Once the student has confirmed the new schedule, go to Account Balance to view fees and due dates.

Action	Ref #	Grade Option	Result	Course	Title	CHR	Type
Add		<input type="radio"/> Letter Grade (A-F) <input checked="" type="radio"/> Audit (X)		ENC 1102	ENGLISH COMP II	3.0	
Prerequisite(s): ENC 1101							
<b>ERROR</b>	1233 ENC 1116 Poetry CLOSED - you may contact the department/instructor to request permission to enter a closed section.						

NOTE: Students may not register for some courses such as thesis, directed study, internship, etc., over the web. Please contact your academic department or the [Office of the Registrar](#) for information and registration. For questions or problems with registration or course offerings, call the Office of the Registrar (850) 474-2244 or email [registrar@uwf.edu](mailto:registrar@uwf.edu). Contact the [ITS Help Desk](#) at (850) 474-2075 for connectivity and technical issues.

If registering for a course that requires special permission, contact the department offering the course to get a “Permission Authorization Code” and enter that code in the box provided. Skip this box if special permission is not required. If the student receives an error message, please contact the department offering the course.

**If student attempts to enter an incorrect permission code more than 4 times, a registration hold is placed on the student’s account and the student will be locked from the registration system. The student must contact the Registrar’s Office to have this hold removed.**

If you are registering for a course that requires special permission, contact the offering department to get a <b>Permission Authorization Code</b> and enter that code in the box provided. Skip over the box if course does not require special permission.			
Action	Ref #	Permission Authorization Code	Grade Option - You will receive a letter grade (A-F) unless you select an available option
Add			<input type="radio"/> Letter Grade (A-F) <input checked="" type="radio"/> Audit (X)
Add			<input type="radio"/> Letter Grade (A-F) <input checked="" type="radio"/> Audit (X)

Students have the option to receive a “Letter Grade (A-F)”, or to select the Audit option. Press the “**Submit**” button to process registration.

## Registration Schedule

All academic deadlines, including registration dates by student classification, are listed on the Academic Calendar from the UWF Registrar website, [uwf.edu/registrar](http://uwf.edu/registrar). Hours of operation, contact information, etc. can also be found on the [Registrar](http://uwf.edu/registrar) website.

UWF has “terms” within each semester (classes generally meet during the length of time indicated):

A Term	= entire semester
B Term	= first half of semester
C Term	= second half of semester
D Term	= eight week term (summer only)
E Term	= dates defined by department

## Fees

### **Fee Schedule**

Tuition and fees will be in accordance with the fee schedule approved by the Florida Legislature, Florida Board of Education, and UWF’s Board of Trustees. A detailed chart of tuition and fees by credit hour may be found in the online [Catalog](#). Students may view individual fee information through the Account Balance link on [LightHouse](#) or the Financial folder in [MyUWF](#).

### **Material and Supply Fees**

The University is authorized to assess Material and Supply Fees not to exceed the amount necessary to offset the cost of materials or supply items which are consumed in the course of the student’s instructional activities, excluding the cost of equipment and equipment repairs and maintenance. Fees will be included on the student’s fee assessment. A list of all courses with material and supply fees is in the online [Catalog](#). Other courses or seminars (particularly in Art) may require students to purchase supplies.

### **Alabama Differential**

The University of West Florida has been authorized to offer a special out-of-state tuition rate to residents of ALL counties of the State of Alabama (see specific requirements in the [Catalog](#)).

### **Late Payment of Fees**

A **late registration fee of \$100** is assessed when students do not begin registration until after the start of classes for the term. A **late payment fee of \$100** is assessed to students that have not paid their tuition in full by the designated deadline for the term (see the online Academic Calendar for deadlines)

### **Methods of Payment**

The University does not mail billing information. Student account balances and fee due dates are available on [MyUWF](#). Students are responsible for accessing this information and ensuring that fees are paid by the due date. Fees may be paid by any of the following methods:

1. Walk-in payments at the University Cashier’s Office on the main campus or the NWSC/UWF Emerald Coast Campus, Monday-Friday, 8:15 AM to 4:45 PM.
2. Drop-box depositories located in Building 20 East to the left of the main entrance to the Controller’s Office and at the NWSC/UWF Emerald Coast Campus Administrative Building #1.
3. By mail. All mail-in payments must be postmarked no later than midnight of the last day to pay fees. Mail-in fee payments postmarked after midnight will result in a late payment fee being assessed. Mail payments to UWF Cashier’s Office, 11000 University Parkway, Building 20 East, Pensacola, FL 32514-5750.
4. Tuition, fees, and other charges may be paid online by Visa, Master Card, or American Express credit cards.

### **Internet Fee Payment Option**

Use of a Visa, MasterCard, or American Express to pay tuition, housing, parking fines, library debts, childcare, and other miscellaneous fees over the Internet are subject to a \$10.00 convenience fee. Log into [MyUWF](#) and select the Pay By Credit Card app in the Financial folder. Contact the Cashier’s Office (850-474-3110) for additional information.

Students paying fees by mail or by drop-box depository methods must include their student number on all checks and include all fee payment documents (original copies of fee waiver forms, fee deferment forms, tuition aid forms, etc.) to insure proper and timely credit for payment.

Students are expected to meet all financial obligations as they become due. UWF reserves the right to cancel the registration of students who fail to promptly meet their financial obligations to the University. It is a student’s responsibility to keep informed of all registration and fee payment dates, deadlines, and other requirements by referring to the academic calendar of events in the [Catalog](#), the [Navigation Guide](#), the [MyUWF](#) Registration folder, or disseminated through other media.

The student will be held liable for all fees assessed for courses remaining on the student’s registration at the close of the drop/add period for which a partial payment of fees

has occurred or an authorized fee deferment status has been granted. Under such circumstances, the student's registration will not be canceled. An administrative hold will be placed on the student's record until the course fees and the late fees are paid in full.

Fees for courses remaining on the student's schedule at the close of the drop/add period must be paid no later than the close of business on the last day to pay fees to avoid the \$100 late payment fee. Authorized deferment status must be granted and processed by the University Cashier during the regular fee payment period. Failure to pay all fees or receive authorized deferred payment status by the close of

the drop/add period may result in cancellation of the student's registration (see Reinstatement).

### **Fee Payment: Term E Courses**

Fee payment deadlines for special courses (courses not offered in terms A, B, C, or D) are located in the Account Balance app in the Financial folder in [MyUWF](#).

## **Financial Aid**

Students are able to view their financial aid information online via [MyUWF](#) or [LightHouse](#).

### **Financial Aid Delivery**

Financial aid awards that are awarded prior to the beginning of each semester and available for distribution, including loans and scholarships, are processed by the Student Accounts Office by deducting tuition/fees and housing from the financial aid, any balances are then placed on a student's [Higher One card](#). It is the student's responsibility to ensure that all fees, housing, and other charges are paid in full by the due date. Any balance due beyond the amount that can be covered by available financial aid must be received in the University Cashier's Office by the fee payment deadline to avoid assessment of the late payment fee. Fees postmarked by midnight on the date due will be processed without late penalty.

The netting of financial aid awards continues through the fee payment and drop/add period. Late awards of financial aid are processed in the same manner throughout each academic term and are subject to the late payment fee.

All students placed in a deferred fee payment status must confirm the deferred status with the University Cashier or Student Accounts Office. Failure to do so may result in either cancellation of student registration or the assessment of a late payment fee.

### **Tuition Loan Program (TLP)**

Eligible students may pay registration and tuition fees in two equal installments. One-half of the total registration and tuition fees is payable by the close of the drop/add period with the remainder payable by midterm. A promissory note must be executed to pay fees on the installment plan and must be submitted to the Cashier's Office during the fee payment period. A \$15.00 service charge will be added to all TLP's. Contact the Student Accounts Office for detailed information.

Students must have a favorable credit rating with the University to be eligible for the Tuition Loan Program (TLP). Students receiving other forms of financial aid must submit TLP applications to the Student Accounts Office.

### **Contracts and Fees Paid by another Agency**

Students whose fees will be partially or fully paid by outside agencies must bring the contracts or authorization forms and partial payments, if applicable, to the Cashier's Office during the registration period and prior to the fee payment deadline to avoid a late penalty. Students must confirm the fees-pending status with the Cashier's Office during the designated fee payment period to avoid a late penalty.

If the authorization is to be mailed to the Cashier's Office by the agency, it must be postmarked by midnight by the fee payment due date or a late payment fee will be assessed. Student must confirm third party billing status with the Cashier's Office during the fee payment period. Failure to meet these requirements will result in the assessment of the late payment fee.

Any change in method of fee payment after the close of the drop/add fee payment deadline will result in a late payment assessment of \$100.00. An example is to change from a VA deferment or tuition loan to another type of third party billing arrangement.

### **Florida Prepaid College Program**

The Florida Prepaid Program was created by the State of Florida to guarantee payment of tuition, and may include optional dormitory contract guarantees. The plan excludes local fees (e.g., health, athletic, student activity, laboratory, etc.) which must be paid by the student and by the fee payment deadline to avoid a late payment fee. The Cashier's Office will automatically bill the Florida Prepaid Program for eligible students. Students who do not want prepaid to be billed must notify the Cashier's Office each semester before the fee payment deadline. Students using the Florida Prepaid College Program are responsible for paying local fees by the last day of fee payment. A \$100 late payment fee will be assessed if fees are not paid by due date.

The cost of books is not included under the Florida Prepaid College Program.

## **Delinquent Balances**

Students who have delinquent balances at the University (loans, library fines, traffic fines, etc.) will have their diploma, and transcripts held until the financial obligation is resolved. Students having delinquent balances of \$100 or less, and which are not more than 120 days past due, will be allowed to register. Outstanding balances due are required to be paid by the close of the fee payment period. Failure to do so will result in future registrations being held until account is paid in full. Current semester financial aid awards may be used to pay delinquent balances owed from a previous semester if delinquent balance is less than \$100. Balances owed from a prior semester in excess of \$100 may not be paid from current term financial aid.

## **Reinstatement**

Students' will be removed for nonpayment of fees during approximately the second week of classes in Fall and Spring Semesters (comparable dates will be determined for Terms B, C, D, and E and Summer Semester) if payment is not made.

Students may appeal to be reinstated, but reinstatements are not automatic. [Reinstatements](#) must be reviewed by the Registrar's Office and will be approved only for documented and extenuating circumstances. Appeals for reinstatement will require immediate payment and will be assessed a \$200.00 reinstatement fee. Students requesting reinstatements will be reinstated in all courses for the term.

**Students may not attend classes for which they have not paid fees or from which they have withdrawn (this also prohibits use of instructional space, facilities, designated library services and equipment).**

## **Online Campus Fee**

An online campus fee will be assessed per credit hour to students participating in fully online courses, PDA courses, and CD-ROM courses. This fee covers the cost of supporting the Online Campus.

## **Distance Learning Fee Waivers**

Waivers that cover the out-of-state portion of assessed tuition and fees are available for qualified students enrolled in *specific* online degree and certificate programs. Students enrolled in the Academic Common Market are not eligible for the distance learning fee waiver. Waivers must be requested and eligibility confirmed every semester. For more information on fee waiver eligibility, participating programs, and the application form, go to [onlinecampus.uwf.edu/affordable/waivers.cfm](http://onlinecampus.uwf.edu/affordable/waivers.cfm). This form is also available in [MyUWF](#).

## **General Information**

### **Campus Security Policy**

The "Jeanne Clery Disclosure for Campus Security Policy and Campus Crime Statistics Act" (formerly the Campus Security Act) is a federal law that requires institutions of higher education to disclose campus security information

including crime statistics for the campus and surrounding area. As a current or prospective UWF student, you have a right to obtain a copy of this information about UWF. Information may be accessed at the Federal government website at [ope.ed.gov/security/Search.asp](http://ope.ed.gov/security/Search.asp) or by accessing [uwf.edu/uwfpolice/cleryactinfo.pdf](http://uwf.edu/uwfpolice/cleryactinfo.pdf).

Students may also obtain a hard copy of this information upon request by contacting the University of West Florida Police at (850) 474-2415.

## **Grades**

Grade reports are not automatically mailed to students. Students will receive e-mail notification of the posting of their semester grades (unless suppression of e-mail notification has been selected) the afternoon of the day grades are due to the Office of the Registrar (see [Academic Calendars](#) for grade submission deadlines). Students can view (and print) their grades online through the Grades app in the Student Records folder of [MyUWF](#).

## **Grade Availability Dates**

Grades will be available through [MyUWF](#) after 2:00 PM on the *Semester Grades Due* date listed for each semester on the online **Academic Calendar** on the [Registrar's](#) website.

## **Confidentiality of Student Records**

The disclosure or publication of student information is governed by the policies of the University of West Florida and the Board of Education within the framework of State and Federal laws, including the Family Educational Rights and Privacy Act of 1974 (FERPA). See the [Catalog](#) for detailed information.

## **Directory Information**

At its discretion, the University of West Florida may provide "directory information" in accordance with the provision of the Family Education Rights and Privacy Act of 1974 (FERPA). Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at UWF includes the following:

- Student's name
- address
- telephone number
- email address
- dates of attendance and enrollment status
- most recent previous institution attended
- major field of study
- awards
- honors (includes Deans' list)
- degrees conferred (including dates)
- past and present participation in officially recognized sports and activities

Students may block the public disclosure of directory information (all or in part) by requesting privacy using the Privacy Information app in the Personal Information folder of [MyUWF](#).

Please consider carefully the consequences of withholding directory information. A privacy block will prevent UWF from releasing any or all of the "directory information";

therefore any future requests for such information from non-institutional persons or organizations will be refused.

UWF will honor requests to withhold directory information but cannot assume responsibility to contact student's subsequent permission to release this information. Regardless of the effect, UWF assumes no liability as a result of honoring instructions that such information be withheld. Although the initial request may be filed at any time, requests for privacy will be honored by the University until removed by the student.

Directory information will be released for public records requests, the Campus Directory, and for other requests, unless otherwise specified by the student. The on-line campus directory is available only internally through [MyUWF](#). Students entering UWF will automatically have their address and phone number withheld from electronic publication unless the student indicates otherwise through [MyUWF](#).

### Residency For Tuition Purposes

Students may verify their residency status by reviewing their unofficial transcript in the Student Records folder in [MyUWF](#). Questions about residency should be directed as follows:

- New and readmitted degree-seeking students and non-degree seeking students, contact [Undergraduate Admissions](#) or [Graduate Admissions](#);
- Students who previously attended within the last 12 months and are requesting a change in residency status should contact the [Office of the Registrar](#).

Detailed information on residency for tuition purposes may be found in the [Catalog](#).

### Student Records

#### Change of Student Information

Change of local, permanent, and emergency contact addresses or other information affecting the student's permanent academic record may be changed by currently enrolled students through the Personal Information folder of [MyUWF](#).

### Computer & eDesktop Virtual Labs

The University of West Florida provides students with a variety of computing resources. Over 40 labs provide microcomputers and associated equipment configured with a variety of software packages.

**ArgoAir**, UWF's wireless network, services the main Pensacola and Emerald Coast campuses. Information and coverage areas are available in the Computer Help app of the Technology Self-Help Resources folder in [MyUWF](#).

#### General Information for Labs

- Hours of operation vary and may change during the semester breaks. Users should check with the individual labs for schedules.
- Users are responsible for supplying their own computer diskettes, USB Flash drives, etc.
- Users are expected to know the policies and procedures of individual labs.

ArgoNet labs provide students with a variety of services including access to their centralized file storage for academic work and web page publishing files, email, popular desktop applications (Microsoft Office), course-specific software, the Internet, and printing services.

Students monitor printing, email, and file storage quotas in the Student Resources folder in [MyUWF](#). For more information about open access computer labs at the University, go to [uwf.edu/computerlabs](http://uwf.edu/computerlabs).

### ADA Accessibility

There are four ADA accessible workstations in SAIL, one in the CyberLounge, one in the Office of Disabled Student Services, and one at the Emerald Coast Computer Lab. These workstations have a variety of software specifically to assist students with special needs. Contact the [ITS Help Desk](#) or the [Student Disability Resource Center](#) for detailed information.

### eDesktop,

UWF's virtual computer lab, provides students access to university licensed computer applications and centralized file storage areas via the Internet. eDesktop is available through the Student Resources folder in [MyUWF](#). University licensed software for use on personal student computers, including anti-virus protection, may be downloaded from the Software app in the Student Resources folder.

### Open access labs include the following:

<b>Cyber Lounge</b> Commons, Building 22, Room 102 Phone: 474-2405 Hours: vary; call for schedule PCs, laser printing, 1 PC for the visually impaired Open to the UWF community
<b>SAIL (Student Access to Information Lab)</b> Building 79 Phone: 474-2075 7 days a week 100+ PCs, 3 express stations for quick email access scanning services, CD burner stations laser printing. On-site support varies by semester; printing available with NAUTILUS card. Open to all UWF students, faculty, and staff.
<b>FWB Computer Lab</b> Building 7, Room 75, Fort Walton Beach Campus Phone: 850+863-0738 Hours: Monday-Thursday, 8:00am-10:00pm Friday, 8:00am-5:00pm Saturday-Sunday, 8:30am-5:00pm 50 PCs, laser printing, scanning services, ADA compliant workstation Optn to all UWF students, faculty, and Staff.
<b>Eglin AFB Computer Lab</b> UWF Education Office, Eglin Air Force Base Phone: 850+678-3727 Call for hours of operation and information.

### CAMPUS DIRECTORY INFORMATION

[Campus Directory](#) provides information regarding department contacts and services rendered. Browse options are available to search by people or department. To view a complete list of departments by division, select the department hierarchy link found on Campus Directory <https://nautical.uwf.edu/people/main.cfm>.